

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Identification and Integration of a SaaS-Based Program Management System

Deadline Extended to: *January 17, 2025*

Overview

CRDF Global seeks proposals from qualified vendors to assist in selecting, designing, and implementing a comprehensive Program Delivery System (PDS). The PDS will streamline project workflows, enhance collaboration, enable robust data analytics, and integrate seamlessly with existing enterprise systems, such as ERP, CRM, and productivity tools. The system must cater to CRDF Global's diverse operational needs, support scaling for future growth, and comply with federal contracting requirements.

Project Objectives

- a) Identify a flexible, scalable PDS solution tailored to CRDF Global's needs.
- b) Implement a centralized platform to:
 - o Plan, organize, and manage multiple projects and programs
 - o Consolidate and roll up information from the lowest level to the highest level.
 - o Enable efficient tracking of milestones, resource allocation, budget control, and risk management.
 - o Enhance communication across global teams and stakeholders.
- c) Ensure seamless integration with CRDF Global's existing technology stack.
- d) Provide implementation support and comprehensive change management to ensure adoption.
- e) Establish measurable Key Performance Indicators (KPIs) and tracking mechanism to evaluate system implementation and integration success.

Scope:

Phase 1, Discovery: Requirements Review and Gap Analysis

- Review CRDF Global's documented requirements and current workflows.
- Validate existing requirements and identify any critical gaps or updates needed.
- Incorporate feedback from stakeholders to ensure alignment with organizational goals.

Deliverables:

- Requirements Validation and Updated Gap Analysis Report.
- Map of current workflows, processes, and systems.

Phase 2, Evaluation: Solution Evaluation and Selection

- Develop evaluation criteria based on functionality, security, scalability, and cost.
- Facilitate demos and Q&A sessions with shortlisted vendors.
- Analyze vendor proposals and recommend the most suitable solution.

Deliverables:

- Draft vendor evaluation criteria.
- Final Vendor Evaluation Matrix and Recommendation Report.

Phase 3, Design: System Design and Planning

- Collaborate with CRDF Global to design workflows, architecture, and integrations.
- Develop a phased implementation roadmap, including risk assessment and mitigation strategies.

- Develop user acceptance framework.

Deliverables:

- Draft system design, integration, and implementation roadmap.
- Final Comprehensive System Design, Integration, and Implementation Roadmap
- Draft user acceptance framework.
- Final user acceptance framework.

Phase 4, Testing: Implementation and Testing

- Configure and deploy the PDS solution in a test environment.
- Integrate and migrate data and ensure compatibility with existing systems.
- Conduct iterative testing and implement user acceptance framework.

Deliverables:

- Configured Test Environment and Data Migration Report.
- User Acceptance Framework Report

Phase 5, Deployment: Training, Go-Live, and Support

- Conduct end-user and administrator training sessions.
- Deploy the system in a production environment.
- Provide post-go-live support and documentation.

Deliverables:

- Training Materials and Sessions for Users and Administrators.
- How To Processes.
- Go-Live Checklist and Support Plan.

Contractor Requirements:

- Experience with enterprise-level PDS implementation and SaaS solutions.
- Demonstrated expertise in integrating systems into diverse business environments, including but not limited to Deltek Costpoint and Deltek Talent Management.
- Familiarity with federal compliance standards and reporting requirements.

Proposal Requirements:

- Overview of the consulting firm and relevant project experience.
- Proposed methodology and project timeline.
- Cost breakdown, including fees and potential additional costs – including a phased budget breakdown for each implementation phase (Discovery, Evaluation, Design, Testing, Deployment).
- References from similar projects.
- Provide a risk management strategy addressing data migration and system downtime.
- Detailed sustainability and scalability plans to accommodate future organizational needs.
- Define measurable Key Performance Indicators (KPIs) for implementation and post-go-live.
- Propose a detailed post-implementation support model, including issue resolution timelines and regular system updates.
- Statement of Interest and Technical Capabilities

- Cost proposal
- CV(s)
- List of recent experience in the RFP Subject Matter area and applicable references/past performance
- Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
- [NAICS Codes](#): 541620 Environmental Consulting Services - Small Business Threshold \$19 million
541690 Other Scientific and Technical Consulting Services - Small Business Threshold \$19 million

Timetable:

RFP Release: December 09, 2024

January 17, 2025: Proposal submissions due with ROM Pricing and T&M Rates

January 24, 2025: Successful vendors down selected and notified

Feb 03 – 07, 2025: 1:1 Meetings with down selected vendors

Feb 21, 2025: Best & Final Proposals Due

Feb 28, 2025: Estimated Notification of Successful Offeror.

Mar 03, 2025: Contract Start Date

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. The contractor should have proven experience working with **(Identification and Integration of a SaaS-Based Program Management System)**.

CRDF Global prioritizes a safe and collaborative work environment in which diversity, equity, and inclusion is championed and discussed. CRDF Global provides equal employment opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, and gender identity, national origin, protected veteran, or disabled status. We are dedicated to creating and maintaining a respectful work environment that is safe, engaging, and comfortable for all.

CRDF Global pledges to prioritize sponsorship of diverse events and panels of experts whenever possible.

Basis for Award

CRDF Global intends to issue a Time & Materials (T&M) cost reimbursable contract resulting from this RFP. Proposals received in response to this RFP will be evaluated on a best value basis. CRDF Global will evaluate both technical and price factors, weighing them to determine which offer represents the best value.

Evaluation Criteria

The evaluation criteria is as follows:

- Factor A – Management and Technical Approach
- Factor B – Cost/Price

Each offeror will be evaluated based on the criteria below. Factor A is significantly more important than Factor B. In the event that management and technical proposals across offerors trend towards equality, cost will become a more determinative factor in the award decision. CRDFs selection will be based upon an integrated assessment of all evaluation factors.

Evaluation Criteria Definitions

In its evaluation of the offerors management and technical approach, CRDF may identify significant strengths, strengths, significant weaknesses, weakness and deficiencies relying on the definitions below.

- **Significant Strength** – An aspect of the offerors proposal that appreciably enhances the merit of the proposal or appreciably increases the probability of successful contract performance.
- **Strength** - An aspect of the proposal that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to CRDF during contract performance.
- **Weakness** - A flaw in the proposal that increases the risk of unsuccessful contract performance.
- **Significant Weakness** - A flaw in the proposal that appreciably increases the risk of unsuccessful contract performance.
- **Deficiency** - A material failure of a proposal to meet CRDFs requirement or a combination of significant weaknesses in a proposal

Adjectival Rating and Definition

A single technical rating will be assigned for the management and technical approach of the offeror’s proposal. The ratings include consideration of risks in conjunction with a proposal’s significant strengths, weaknesses or deficiencies.

Numerical Rating	Adjectival Rating	Description
5	Outstanding	Proposal demonstrates an exceptional approach and understanding of the requirements and contains multiple strengths and/or at least one significant strength, and risk of unsuccessful performance is low.
4	Good	Proposal indicates a thorough approach and understanding of the requirements and contains at least one strength or significant strength, and risk of unsuccessful performance is low to moderate.
3	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.
2	Marginal	Proposal has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.
1	Unacceptable	Proposal does not meet requirements of the solicitation and contains one or more deficiencies and is not awardable and/or risk of performance is unacceptable high.

Factor A – Management and Technical Approach

CRDF will evaluate the effectiveness and efficiency of the offerors approach to managing the planning and execution of the work.

- The offerors understanding of the requirements.
- The offerors experience with enterprise level PDS implementation and SaaS solutions.
- The offerors experience integrating systems into diverse business environments, including Deltek Costpoint and Deltek Talent Management.
- The offerors’ ability to develop a logically sequenced schedule/timeline
- Any assumptions made by the offeror relevant to the management and technical approach

Factor B – Cost/Price

The total proposed cost/price will be evaluated for cost realism, reasonableness, and completeness.

Submission:

Proposals should be submitted to procurement@crdfglobal.org & jredding@crdfglobal.org by 5:00pm US eastern time on December 23, 2024. Proposals should be submitted as electronic documents in PDF, word or excel format with the email subject lines: RFP – Identification and Integration of a SaaS Based Program Management System.

Background:

CRDF Global is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. With support authorized by the Nunn-Lugar Act of 1991 and the Freedom Support Act of 1992, as well private foundation contributions, CRDF Global embarked on bolstering the global scientific community and fostering alternatives to weapons research.

In the past 25 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges.

With offices in Arlington, VA; Kyiv, Ukraine; and Amman, Jordan, CRDF Global's diverse staff and networks of local community and government stakeholders deliver tailored programs that meet specific regional needs in over 100 countries across the globe.

Vision Statement:

Our world, healthy, safe, and sustainable.

Mission Statement:

Safety, security, and sustainability through science, innovation, and collaboration.

Values:

We do the right thing.

We care about each other and the people we work with.

We work together to deliver excellence

CRDF Global provides equal opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status. We are committed to prioritizing an inclusive and collaborative space in which diversity and equity is discussed, championed, and supported. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.

More information is available at www.crdfglobal.org.

Solicitation Terms & Conditions:

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

Obligation. This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract.

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP, should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.